

PUBLIC WATER SUPPLY DISTRICT #13
Minutes of the June 15, 2021
Regular Session of the Board of Directors

The Board of Directors of Public Water Supply District #13, Jefferson County, Missouri, held their regular monthly meeting June 15, 2021. Because of the COVID-19 pandemic, this meeting was held online via the Zoom application.

Call to Order

The meeting was called to order at 5:07 p.m.

Roll Call of Directors

The following directors participated in this meeting.

Marilyn Meyer
John Fechter
Cheryl Miller
Denny Schaab

Also participating were Janet Hirsch (PWSD#13 bank administrator), Rich Hirsch (former director), Rick Hannick (customer liaison), Joan Jaeger (treasurer), and Carol Kohnen (secretary).

Approval of Agenda

Cheryl made a motion to approve the agenda (attached), seconded by John. On a voice vote, the agenda was approved.

Approval of Minutes of May Meeting

Motion was made by Cheryl and seconded by John to approve the minutes of the meeting conducted on May 18, 2021. On a voice vote, the minutes were approved.

Approval of Minutes of Special Meeting held May 26, 2021

Motion was made by Cheryl and seconded by John to approve the minutes of the special meeting conducted on May 26, 2021. On a voice vote, the minutes were approved.

Treasurer's Report

Delinquent Payment Issues.

Janet reported that no one became eligible for a lien this month.

Invoice Approval.

Janet had previously emailed all meeting participants the Invoices for Approval report dated 06/15/2021 (attached). She now shared the report on the screen and explained the items.

Janet noted that the invoices from Drain Surgeons for pump-outs, a total of \$2250, should be paid by a transfer of funds from the Short-Lived Assets Reserve account.

The total of all invoices was \$16,302.68. Motion was made by John and seconded by Denny to pay all invoices. On a voice vote, the motion was approved.

Financial Reports.

Joan reported the balances in each of the district's accounts as of May 31, 2021. The O&M checking balance was \$67,855.57. Debt Service Reserve Restriction was \$106,763.12. Surplus Account was \$380,978.19. Short-Lived Assets Reserve was \$110,760.81.

Janet noted that three printed copies of the independent auditor's report for 2020 are available in the sewer office, and that she had emailed all Board members a pdf of the report.

Collection System

Water Resources Management (WRM) Report.

The WRM invoice included the monthly fee, work on recirculating sand filter #2 (RSF2) at the treatment plant, three visits to customers, and system maintenance visits to fifty-four residences.

Routine STEP Tank Maintenance WRM Report.

Cheryl reported that WRM technicians working on the system maintenance visits had some issues with access last month. When possible, they left a note on the homeowner's door requesting that the homeowner call to set up an appointment. Some repairs, such as replacing bad floats, can be done at the time of the maintenance visit. Other repairs require a follow-up visit.

Cheryl volunteered to contact WRM and get addresses on the north side that have not made appointments for the follow-up visits. Cheryl and Marilyn volunteered to help with scheduling these residences.

WRM has not started maintenance visits on the south side yet.

Pump Out Activity Drain Surgeons Report.

Cheryl reported that Drain Surgeons is doing a good job on the pump-outs. Pumping on some of the steeper lots seems to be hard on their equipment. Cheryl has been updating the list of pump-outs for Drain Surgeons, based on maintenance reports from WRM. She is also continuing to send out letters to residents if WRM and Drain Surgeons both identify problematic substances in their STEP tanks. She will email Board members a total of how many letters to residents have already been sent.

After some discussion, the Board decided to send letters to all residents after their tanks have been pumped out.

Cheryl volunteered to send Board members a total of how many houses on the north side have not yet had their tanks inspected because of access issues.

Treatment Plant Operation

Plant Maintenance

The zone valve issue on RSF2 was fixed and the lines were flushed.

Old Business

Missouri 1Call Activity.

The invoice from 1Call was for six calls.

Weekend Emergency Call Service Report.

Rick reported that there had been only one emergency/weekend call.

New Flyer for LTPOA Annual Meeting

Cheryl and Janet have been working on the handout about the sewer system, to be handed out at the upcoming LTPOA annual meeting. The Board discussed it and suggested a few revisions. Revised copy attached. The handout will be a half-sheet. Cheryl will have it printed. Marilyn volunteered to hand it out at the meeting.

New Business

Training Available

Marilyn reported there is an upcoming training that Board members are eligible to attend, in Poplar Bluff on August 24-25.

July meeting

The July 20 board meeting will be held outdoors, at the pavilion by the Community House.

Adjournment

John made a motion to adjourn. It was seconded by Denny and approved on a voice vote. The meeting adjourned at 6:19 p.m.

Carol Kohnen _____
Recording Secretary

Marilyn Meyer _____
President